

**Houghton Primary School**  
**Finance, Personnel, Premises & Safety Committee meeting**  
**11 October 2016 at 6.30pm**

**Governors Present:**

Gary Doyle (GD)	Chair of FPPS
Alan Williams (AW)	Chair of FGB
Christopher Dodd (CD)	Governor Member of FPPS
Carol Munro (CM)	Governor Member of FPPS
Georgina Young (GY)	Headteacher

**Also present:**

Sue Jordan (SJ)	School Business Manager
Caroline Lewis (CL)	Clerk to Governors

	Agenda Item	Action
1	<p><b>Apologies:</b>            Apologies were accepted from:            Jean Hayes (JH)            Governors were informed that Richard Moore (RM) had resigned.</p>	
2	<p><b>Election of Chair and Vice Chair:</b>            The Clerk took the chair for the appointment of the new Chair and Vice Chair.</p> <p><b>a. Election of Chair:</b></p> <ul style="list-style-type: none"> <li>i. The Clerk received no expressions of interest prior to the meeting.</li> <li>ii. There were no other expressions of interest or nominations at the meeting and GD agreed to continue as Chair.</li> <li>iii. <b>GD was elected unanimously as Chair of FPPS for 2016-17.</b></li> </ul> <p><b>b. Election of Vice Chair:</b></p> <ul style="list-style-type: none"> <li>i. The Clerk received no expressions of interest prior to the meeting.</li> <li>ii. After discussion, CD agreed to act as Vice Chair.</li> <li>iii. <b>CD was elected unanimously as Vice Chair of FPPS for 2016-17.</b></li> </ul>	
3	<p><b>Declarations of Pecuniary Interest:</b>            There were no declarations of pecuniary interest.</p>	
4	<p><b>Confirmation of Minutes of the last meeting:</b>            Minutes of FPPS Committee meeting held on 21 June 2016 were agreed and signed by the Chair.</p>	
5	<p><b>Actions Arising:</b>            The Clerk circulated the Actions Schedule for FPPS to Governors prior to the meeting. Actions not already closed were discussed:</p> <ul style="list-style-type: none"> <li>a. <b>Action Item 1 and 2.</b> See Agenda Item 10b. <b>Completed.</b></li> <li>b. <b>Action Item 5. Completed.</b></li> <li>c. <b>Action Item 9.</b> SJ confirmed that arrangements were now in place to discuss maintenance issues with the Caretaker on a monthly basis. See also Agenda Item 10a. <b>Completed.</b></li> <li>d. <b>Action Item 10.</b> Governors discussed the use of a drone for making an initial inspection of the flat roof and agreed that CD should liaise directly with</li> </ul>	

	<p>the Caretaker to confirm an appropriate date for the flight. Amend wording of Action 10 to read: <b>CD to contact the Caretaker to arrange a suitable time for inspecting the flat roof using a drone.</b></p> <p>e. <b>Action Item 11: Ongoing.</b></p> <p>f. <b>Action Item 12: See Agenda Item 10a.</b></p> <p>g. <b>Action Item 13: See Agenda Item 11. Completed.</b></p> <p>h. <b>Action Item 14:</b> CD had attended H&amp;S training pertinent to his work. However, he had not yet attended HS training for Governors. <b>Ongoing.</b></p> <p>i. <b>Action Items 15 and 16:</b> The Head and SJ had contacted the relevant authorities and to ensure correct contact details for the School, in the event of fire, were now correctly recorded. This had been tested. <b>Completed.</b></p> <p>j. <b>Action Item 17:</b> SJ confirmed that arrangements had been made to install a fire alarm bell in the courtyard, which would be carried out during October. <b>Completed.</b></p>	<p>CD</p> <p>SJ</p> <p>CD</p>
6	<p><b>Governor business:</b></p> <p>a. <b>Governor vacancy – Parent Governor:</b></p> <p>i. The Head informed Governors that following advertisement for a Parent Governor, one parent (Vickie Graham) had expressed interest and had been into the School to discuss the role with the Head. She had skills that would be useful to the Governing Body.</p> <p>ii. <b>Governors agreed that:</b></p> <p>a) <b>As only one parent had come forward, there was no need for an election and the interested parent would be appointed as Parent Governor once DBS checks had been completed.</b></p> <p>b) <b>As a former teacher, Vickie Graham should will then be appointed to TABS Committee</b></p> <p><b>Action: AW to contact Vickie Graham and offer her the role as Parent Governor.</b></p> <p>b. <b>Co-opted Governor:</b></p> <p>i. AW informed Governors that RM had resigned. A change in RM's working circumstances meant that he was unable to commit time to the School for the foreseeable future.</p> <p>ii. During discussion, AW informed Governors that he was aware of a potentially suitable candidate for the role.</p> <p><b>Action: AW to approach a potential candidate for the vacant role of Co-opted Governor.</b></p>	<p>AW</p> <p>AW</p>
7	<p><b>Finance:</b></p> <p>a. <b>Monitor 2016-17 budget and resourcing of SDP:</b></p> <p>i. The Chair shared details of the current budget with Governors.</p> <p>ii. SJ reported that the spending was generally running as expected for this stage of the financial year.</p> <p>iii. However, the Chair informed Governors that the budget was showing a projected deficit for 2016-17. This had been confirmed by the Local Authority Finance Adviser to the School.</p> <p>iv. At the time of the budget submission earlier in 2016, the School was showing a healthy £13,000 surplus, which had now been reduced to a projected deficit of £18,000. The projected deficit was masked by the Phoenix Club funds.</p> <p>v. The Chair reminded Governors that against the preference of the School to keep it separate, the LA had insisted that the Phoenix funds of £49,000 were included in the main account. Inclusion of The Phoenix</p>	

	<p>funds therefore masked the underfunding of the School budget for 2016/17.</p> <ul style="list-style-type: none"> <li>vi. The Schools Financial Adviser agreed that a means of showing the true picture needed to be found and the Chair said that the LA were now looking into this. A response was expected from the LA before half-term.</li> <li>vii. Governors looked at the detailed accounts.</li> <li>viii. Contributory factors for the potential deficit included: <ul style="list-style-type: none"> <li>a) 4 children with EHC Plans joining the school in September. The school funds the first £6k of each child's provision. There are a total of 9 children with EHC Plans or Statements in the school. The school funds £54k in total. High Needs funding allocated in the school budget does not meet this.</li> <li>b) The needs of 2 other children with EHC Plans/Statements becoming more significant.</li> <li>c) 5 additional TAs had been recruited to provide the necessary support for these children.</li> <li>d) A further 14 children have significant needs without an EHC Plan.</li> </ul> </li> </ul> <p><b>b. Latest forecast in light of the SEN requirement/High Needs funding</b></p> <ul style="list-style-type: none"> <li>i. The Head explained the SEN costs analysis: <ul style="list-style-type: none"> <li>a) There were 9 children with statements, of which the School had to find the first £6000 for each (total £54,000). There were also a number of other children with significant needs but for whom no additional funding was provided in the funding allocation as all High Needs funding was being used to cover EHC plan provision.</li> <li>b) There were hidden costs involved, e.g. providing cover for teachers to meet with the SENCO and parents, this cover currently provided by TAs.</li> <li>c) A funding gap between the money allocated for EHC plans by the LA and actual support costs/employment costs for TAs.</li> <li>d) The School was in the process of applying for 2 EHC plans for children with very high needs, both already on an individual curriculum with fulltime support. Parents of a further 2 children were also applying for EHC plans. 10 more children had needs which required support.</li> <li>e) <i>A Governor asked why these children were not eligible for statemented support if they had been accepted as needing additional support.</i></li> <li>f) The Head explained the thresholds for EHC plans were very high. Children with significant needs e.g. ASD, ADHD etc which may impact on their learning, social and emotional development, levels of anxiety etc often did not meet the thresholds but still required one-to-one support in order to be able to cope in mainstream school.</li> <li>g) The Head reminded Governors that parents of children with SEND could choose the school they wished their child to attend as part of the child's EHC plan. This did not always fit with the school financial year and census and therefore there could be a funding lag.</li> </ul> </li> <li>ii. The Chair gave details of funding that might be available from other sources like reviewing other school, training, etc. during the year but none of which was currently predictable.</li> <li>iii. Governors discussed the increase in staff and curriculum costs.</li> <li>iv. <i>In response to a question from a Governor, SJ confirmed that funding of School meals had not altered and that CCS invoices were</i></li> </ul>	
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	<p><i>met termly.</i></p> <p>v. School meal costs were showing a credit but this would equalise itself during the school year.</p> <p>vi. <i>In response to a question from Governors, the Head reminded them that 5 x additional TAs had been employed, all on 1 year contracts.</i> She commented that in light of the projected deficit, Governors needed to consider reducing the support currently provided for non-statement children.</p> <p>vii. <i>A Governor asked what the consequences were of this potential deficit on the budget for future years.</i> The Chair confirmed that any deficit would run into the following years. The School had been fortunate until now that sufficient funding, together with payments for services, etc. had the budget balanced. At this stage, it was not possible to predict whether the budget could be balanced by year end.</p> <p>viii. <i>A Governor asked whether TAs could be redeployed around the School.</i> The Head responded that this already took place as needed and that there had been a lot of individual success stories as a result.</p> <p>ix. The Head had spoken to staff about the budgetary situation and the need to keep spending to a minimum wherever possible.</p> <p><b>x. Governors agreed that expenditure needed to be kept within this new budget for the remainder of the year and all avenues for other savings should be investigated.</b></p> <p><b>c. Forecast of capital expenditure in 2016-17:</b> SJ reported that the remaining security measures were being put in place in mid-October, leaving approximately £1,500 for any other capital expenditure during the year.</p>	
8	<p><b>Personnel:</b></p> <p>a. <b>Staff update:</b> The Head informed Governors that there had been no changes to staffing given in the Headteacher's report circulated to them prior to FGB on 27 September 2016. There were no queries from Governors.</p> <p>b. <b>Performance Management:</b> The Head reminded Governors that she had reported progress on Performance Management in the Headteacher's report circulated to them prior to FGB on 27 September 2016.</p> <p>i. <i>In response to a question from a Governor, the Head confirmed that performance management interviews with teaching staff were currently taking place .and would be completed by half-term.</i></p> <p>ii. The Chair informed Governors that he now had access to the EPM model Whole School Pay policy, which he was working through.</p> <p>iii. The Pay Review Group would meet shortly. CM had replaced RM on the Group. Their work, including the Headteacher's pay review would be completed by early November.</p>	
9	<p><b>Policies and Procedures:</b> Prior to the meeting, the Policy schedule had been circulated to Governors. It had been colour-coded to identify which policies needed updating in 2016-17. The following policies had also been circulated prior to the meeting and governors discussed/reviewed them with the following outcomes:</p> <ul style="list-style-type: none"> <li>• <b>Whole School Pay Policy:</b> The Chair stated that he was currently going through the policy and would present the 2016 version to Governors for FGB.</li> <li>• <b>Accessibility policy update:</b> The Head confirmed that this was nearly</li> </ul>	

	<p>completed. The information provided from the premises inspection needed to be added.</p> <ul style="list-style-type: none"> <li>• The list of statutory policies had been circulated for comment prior to the meeting. The following updated statutory policies were adopted by the Committee:</li> <li>• <b>Allegations of abuse against staff procedures – the updated policy, based on the EPM model was adopted by the Committee.</b></li> <li>• <b>Appraisal policy – the updated policy was adopted by the Committee, with a review period of 3 years.</b></li> <li>• <b>Capability policy</b> – the policy was updated in 2015 and was due for review in 2018.</li> <li>• <b>Charges and Remissions policy – the updated policy was adopted by the Committee.</b> As the allowances had to be included, the Committee agreed that policy would continue to be reviewed annually.</li> <li>• <b>Data Protection policy – the updated policy was adopted by the Committee.</b></li> <li>• <b>Discipline policy</b> - the policy was updated in 2015 and was due for review in 2018.</li> <li>• <b>Equalities policy – the updated policy was adopted by the Committee.</b> As the information in the links was updated annually, the policy would continue to be reviewed annually.</li> <li>• <b>Freedom of Information policy – the updated policy was adopted by the Committee.</b></li> <li>• <b>Grievance Procedure – the updated policy, based on the EPM model, was adopted by the Committee.</b> Review period was 3 years.</li> <li>• <b>H&amp;S policy</b> – the updated policy was adopted by the Committee.</li> <li>• <b>Supporting Pupils with Medical Needs policy – the updated policy was adopted by the Committee.</b> As the policy included names of first aiders, the Committee agreed that the policy would continue to be reviewed annually.</li> <li>• <b>Governor Allowances – the updated policy was adopted by the Committee.</b> Governors agreed that the policy should be reviewed by FGB in summer 2017.</li> </ul> <p>The Committee discussed the statutory policies that were due for review:</p> <ul style="list-style-type: none"> <li>• <b>Behaviour management policy</b> – FS was leading the review, which would begin in November. This would be reported to the TABS committee.</li> <li>• <b>Complaints Procedure</b> – a revised model policy was awaited from the LA, following which the revised version for the School would be presented to FGB. The current policy remained in place and was published on the school website.</li> <li>• <b>Foundation Stage policy</b> – the policy was due to be reviewed by the EYFS Leader in school. Progress would be reported within TABS meetings.</li> <li>• <b>Sex and Relationships policy</b> – FS was leading the review, which would include consultation with staff, parents and governors. The updated policy would be reviewed at TABS and confirmed by FGB.</li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Head to upload those statutory updated policies accepted by FPPS on to the School website.</b></li> <li>2. <b>Clerk to ensure that statutory policies due for review in 2016-17 were included for discussion at TABS and FGB as appropriate.</b></li> </ol>	<p>Head Clerk</p>
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10	<p><b>Premises:</b></p> <p>a. <b>Maintenance Plan Update:</b></p> <ul style="list-style-type: none"> <li>i. SJ reported that she had a formal monthly with the Caretaker to discuss maintenance issues.</li> <li>ii. During the summer holiday, the Caretaker worked hard with a number of general maintenance tasks, including touching up paintwork on the classroom walls and having the carpets cleaned by an external company.</li> <li>iii. The Caretaker had provided an updated report to SJ at the end of August: <ul style="list-style-type: none"> <li>a) Much of the work included in the report was decoration around School, which at 6 years old, now needed refreshing.</li> <li>b) The eaves and guttering needed clearing of leaves.</li> <li>c) A tree had fallen down and been removed by County Council.</li> <li>d) The current shed was in need of replacement when funding was available.</li> <li>e) The most urgent work was to replace the missing air brick in the boiler room door.</li> </ul> </li> <li>iv. Prior to the previous meeting in June 2016, CD and the Caretaker had inspected the premises following which CD had provided a report with the urgent items highlighted in red. Some of those issues had now been dealt with.</li> <li>v. A definitive list of the remaining works was now needed.</li> </ul> <p><b>Action: CD to produce a definitive list of maintenance issues with SJ and the Caretaker.</b></p> <p>b. <b>Energy Re-fit programme:</b></p> <ul style="list-style-type: none"> <li>i. The Chair reminded Governors of the presentation given at the last meeting and the financial case presented to them in support of this programme.</li> <li>ii. He further reminded them that the desk top review was to be followed by a physical survey, for which the School would need to commit before the end of November. This would involve a £1200 deposit for the full survey, followed by a loan over 15 years, which the Chair felt was an unacceptable risk in the current budgetary situation.</li> <li>iii. <i>A Governor asked what the risks were in going ahead, particularly if the Government was to withdraw the scheme.</i> The Chair felt it likely that under those circumstances, the School could lose its deposit.</li> <li>iv. Governors were concerned about the long-term commitment and were unsure that as much could be saved as predicted, although they had always been interested in solar panels to power the ground source heating system.</li> <li>v. <i>Another Governor asked how the School currently sourced its energy.</i> SJ informed Governors that ESPO was responsible for sourcing energy providers.</li> <li>vi. <b>After discussion, Governors agreed that the School should not proceed with the energy re-fit programme as the funding needed up front was not available in the school's current financial situation.</b></li> </ul> <p><b>Action: Chair to contact the Energy Re-fit team and inform them that the School would not be going ahead with the proposed programme.</b></p> <p>c. <b>Security measures:</b></p> <ul style="list-style-type: none"> <li>i. SJ informed Governors that following the security review undertaken by</li> </ul>	<p>CD</p> <p>Chair</p>
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	<p>FPPS the new external doors had now been fitted. They were very heavy and discussions were in hand to find a way to resolve this.</p> <p>ii. The new external gate had been fitted and would be included in the alarm system by mid-October.</p>	
11	<p><b>Safety:</b></p> <p>a. <b>Health and Safety Update:</b></p> <p>i. CD provided Governors with formal notes from the H&amp;S meeting held on 29 April 2016.</p> <p>ii. Items discussed at that meeting had previously been reported to FPPS and action taken.</p> <p>iii. The next meeting had been planned for end of September but delayed till 17 November 2016.</p> <p>iv. SJ informed Governors that the Caretaker had removed playground equipment that was no longer fit for purpose and was monitoring the state of the remaining equipment.</p> <p>v. SJ informed Governors that a large bramble found growing through the willow had been taken out.</p> <p><b>Actions:</b>  <b>CD to chair the H&amp;S meeting on 17 November 2016.</b></p>	CD
12	<p><b>Any other business</b></p> <p>a. <b>Report from Termly Briefings:</b>  The Clerk had attended the Clerks' briefing on 10 October 2016 and would forward her notes to Governors.</p> <p>b. <b>Life Bus:</b></p> <p>i. The Head reminded Governors of the visit by the Life Bus to the School in the summer term.</p> <p>ii. As she had reported at the time, this was due to a short notice cancellation elsewhere, so the costs to Houghton were reduced. The organisers had applied for a grant from Rotary Club to cover costs but in the event no grant was made.</p> <p>iii. The Head informed Governors that a parent had organised funding from a small group of parents/local businesses to fund half of the cost involved. The group did not want to be named or any publicity. Governors expressed their appreciation.</p> <p>c. <b>Outdoor classroom:</b></p> <p>i. A press release had appeared in Hunts Post that Mick George would provide £2000 towards the cost of the outdoor tree house classroom, funding of which was being sought by one of the parents.</p> <p>ii. The Headteacher expressed surprise that this announcement had been made as she was not aware that discussions had been completed. The total cost of the project would be £11000, leaving £9000 to find from other sources.</p> <p>iii. The Head had already spoken to parents involved in fund raising to explain the situation.</p> <p>iv. <i>A Governor asked if FOHPS had been asked to become involved in fundraising for the project.</i> The Head informed Governors that she had not approached them as she had been waiting for their AGM which had been postponed. However, they had seen the press release and felt it was a project worth supporting.</p> <p>v. The parent who had begun the fundraising was now liaising with FOHPS for assistance with raising the remaining £9000.</p>	

	There was no other business.	
	<b>Date and time of next FPPS Committee meeting: Tuesday 13 December 2016 at 6.30pm</b>	

The meeting closed at 8.13pm.